Tyler Technologies, Inc.,　　**MUNIS Release 2003.02**

November 2003

MUNIS

enhancements

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11/2003
Enhancement Release 2003.02

INTRODUCTION

Enhancement Menu Changes for 2003.02

The following pages contain a list of menu changes. Rather than reloading the MUNIS® menus, you can use this list to make customized menu changes.

Action	Menu Name	Menu Description	Program Name	Program Description	Menu Option	Work Order
New program	arsite	Site Specific Processes	arnyastm	Multi Parcel Statement	G	mn41134
	tnycosit	Site Specific Processes	arnyastm	Multi Parcel Statement	B	mn41134
New program	glstatny	New York State Reports	glst3map	NY ST3 Code Maintenance	C	mn45892
			glst3exp	NY ST3 Export File Creation	D	mn45892
New program	prkentuc	State Of Kentucky	prkyktrs	KTRS Report/Mag Media	N	mn46654
New program	prmichig	State Of Michigan	prmisers	MI Bi-Weekly Retire Report/Mag	F	mn45725
New program	prnewham	State Of New Hampshire	prnhersm	NH ERS Report/Mag Media	C	mn46683
New program	prnewyor	State Of New York	prnytcmt	NY Teachers' Monthly Rpt/Mag	C	mn46346
New program	prwashin	State Of Washington	prwaiirp	Industrial Insurance Report	C	mn47121
New program	tnybills	Bill Processing	tnyrmove	Import RE CAMA to MUNIS	B	mn45807
			tnytwnex	Town Export	U	mn41984
Menu change			txmktxyr	Generate New Tax Year	C	N/A
New program	tvabills	Bill Processing	tvadfbil	Generate Deferred Bills	T	mn42259

New program	tnycproc	Collector Processing	tnyrelev	Exemption Relevy F/M	Q	mn41982
New program	tvacama	Va Cama Import/Export Menu	txpsppim	Montgomery:CLT MH Import	G	mn47662
New program	ublienpr	Lien Processing Menu	ubbllien	Lien Delinquent Bills	B	mn45901
Menu change	tnybaux	Assessor Auxiliary Programs	txzonmnt	Zone Code F/M	H	N/A

Enhancement Menu Format

The enhancements are made up of four main sections:

1. Work order/enhancement number and brief description.

2. Overview. This is used to give a broad view of what was changed and, if there is more than one program listed, what effect it may have across all the programs. **Note:** For smaller enhancements, this part of the format may not be present.

3. Program name(s). For a given enhancement there may be several programs listed in this section, or only one, depending on the scope of the enhancement. Each of these programs will have a description (see 4, below), describing how the enhancement has modified the program.

4. Description of how the enhancement affects the programs listed in section 3 (above). These explanations may include one or all of the following: a description of the modifications, instructions for use of the new modifications, and screen shots of the effected program or functionality.

The index at the end of the enhancement document now lists changes by program name. If you prefer, you can print out the index and go through the enhancement document by program name.

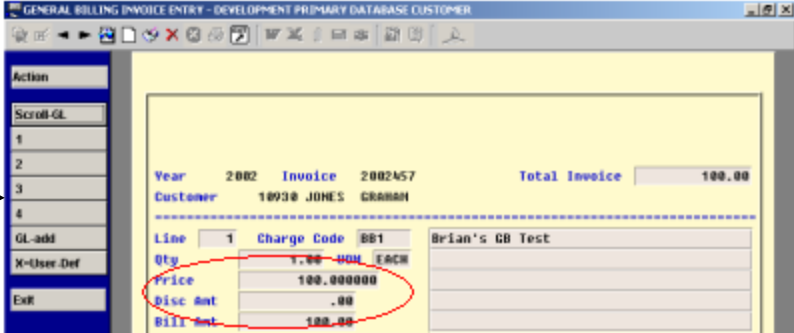**1.** The Work Order number and a brief sentence about the change(s).

2. Overview of the entire enhancement.

3. The program name and call name. There can be multiple programs, each with their specific explanation beneath the Overview.

4. The explanation of the enhancement for that particular program. This explanation can include screen prints, diagrams, steps to follow, etc.

mn40008 – Entry of a negative (credit) invoice
Multiple programs have been changed to allow for a credit (negative amount) invoice.

General Billing Invoice Entry (gbinvent)
Formerly, under *2scr*, you were required to enter a positive amount in the "Price" field. Now, a negative amount is permitted. **Note:** An invoice must contain all positive bill detail lines or all negative bill detail lines. That is, if a bill has a positive line amount, then a second line cannot be negative. Similarly, if a bill has a negative line amount, than a second line cannot be positive. There is no entry to discount amount if the line is a credit.

FINANCIALS

Accounts Payable

mn45987 – New cash balance by fund and warning message if insufficient cash

Vendor Warrant List (apwarrnt)

Enhancements to this program include a new line that displays the cash balance for each fund in the warrant and a new warning message if applicable. The new line displays for every cash account that has insufficient cash for the proposed checks. The new error message is displayed after the cash balance under the 'Warrant Summary' section of the report. This change is especially helpful for sites that have multiple funds on the same warrant. The following criteria must be set for the warning message to appear:

- The "Select version" field is set to "Full Warrant (132 columns)"
- The "Print Cash Account Balance" field is checkmarked
- The cash account (memo balance) for that fund is less than dollar amount of the warrant run for that fund.

mn45989 – Option to change "Warrant" field label within AP module

A/P Parameter Maintenance (apparmnt)

A new field "Invoice/check grouping label" has been added to the 2nd screen of this program (*2scr,* see page 9). Use to enter a different label that represents a group of checks within the AP module. **Note:** This field is optional. For the program to function as it did previously, leave "Warrant" as the default for this field.

Please note:
- If a label other than "Warrant" is entered, the following programs that have the "warrant" label on the screen, on any side menu options, program titles or in reports are replaced with the new label.
- A maximum of 10 characters, alpha or numeric, can be used in this field. However, MUNIS recommends against using all CAPS or using the maximum number of characters for a field label, as this may cause abbreviations to occur within some screens.

Below is a list of all programs affected:
- Automated Checks (apchecks)
- Cash Disbursements Journal (apcshdsb)
- Disbursement by Warrant Report/Maintenance (apdsbrpt)
- EFT Register/Media (apeftran)
- Export Checks to ASCII File (apchkexp)
- Export Invoices to ASCII File (apinvexp)
- Import Invoices from ASCII File (apinvimp)
- Invoice History by GL Account (apinvgla)
- Invoice Maintenance (apinvmnt)
- Paid Warrant Report (appdwarr)
- Purchase Card Import (apimpnet)
- Purchase Order inquiry (poinqury)
- Recurring Invoice Maintenance (aprecurr)
- Update Batch Period (apupdbtc)
- Vendor Invoice Lists (apinvlst)
- Vendor Inquiry/Reports (apvdrinq)
- Vendor Warrant List (apwarrnt)
- Void Checks (apvoidck)
- Voucher Print (apvchprt)

AP Parameter Maintenance, *2scr*

mn46889 – New Output Format added for West America Bank

Check Reconciliation (apchkrcn)
 A new output format for West America Bank has been added (see below).

Enhancements to the FINANCIAL Modules

Accounts Payable

Please see the Accounts Payable manual, Check Reconciliation Output File Formats topic for the file layout.

Bid Management

mn48353 – New option to choose bid/catalog updates in program

Vendor Award Maintenance (bqcatawd)

The option "Update Commodity Codes with Bid/Catalog Number" has been added. This can be checked/unchecked by using the *Upd C Codes* side menu option. This option may be especially helpful for sites that choose to process catalogs by posting to the commodity codes, rather than converting catalogs to PO's.

- When awarding a catalog with this option checkmarked, all commodities associated with the catalog number are updated.
- When awarding a catalog with this option unchecked, commodities associated with the catalog number are <u>not</u> updated within this program. The Post Award program updates these commodities with the bid/catalog number, vendor and price information.

Bid Management

<hr>
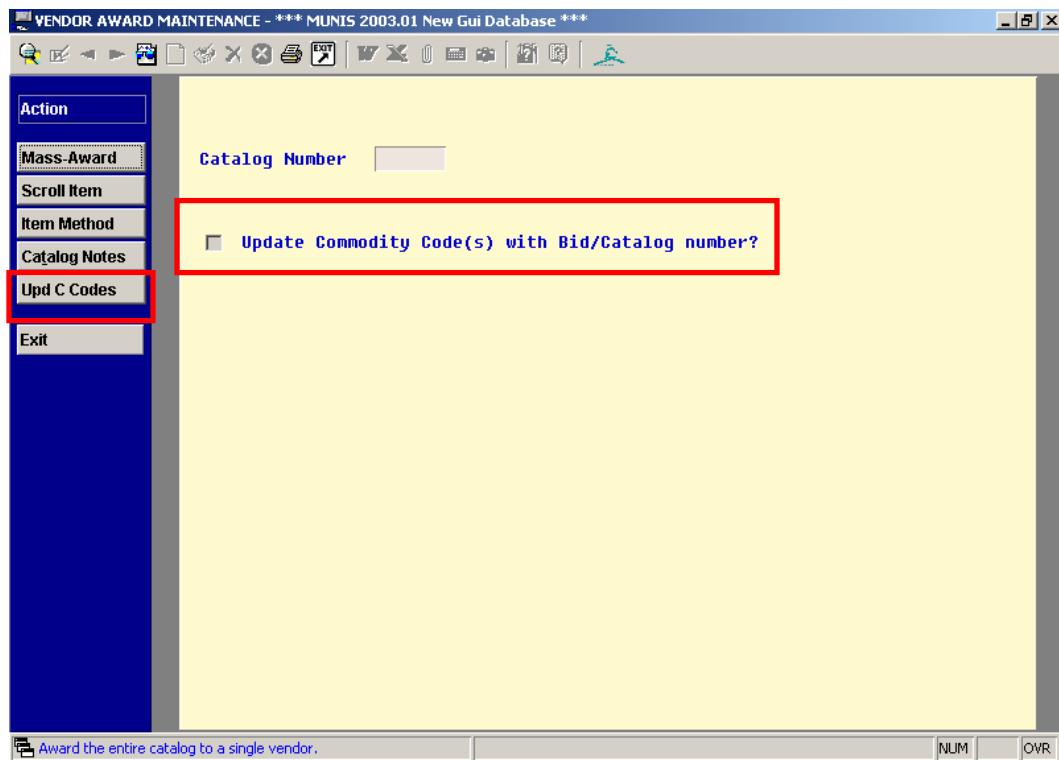
mn49712 – Old bid information no longer enforced after commodity is updated

    JCPS Nightly Catalog Update (bqupdate)

        This program has been enhanced so that when it updates a bid to status "9-closed", it also updates the commodities clearing out the old bid information. This ensures that when the commodities are used on requisitions and purchase orders, it no longer forces the use of the old bid information.

Budget

mn45023 – Header screen can be modified for incorrect BUA type

Budget Transfers & Admendments (bgamdent)
This program has been modified so that the header screen can now be updated after entering line detail if the incorrect BUA type was initially entered.

Enhancements to the FINANCIAL Modules

Fixed Assets
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Fixed Assets

mn45986 – New option to mass update insurance carriers

Adjustments /Retirements (faadjret)
New Assets/General Maint (famstmnt)

A mass update on insurance carriers can now be performed. To support this enhancement, a new side menu option *Insurer Change* has been added to the main screen of these programs. This option is only available to users defined as fixed asset 'superusers' (from ID Code Permissions).

When selected, the following screen displays to search for assets by class, sub class and current insurer (see below).

Fixed Assets

Insurer Change **screen**

A new insurance carrier can be entered to replace the carrier for every asset in the find set.

Field	Description
Search by:	Displays the Class Code, Sub-Class and Ins. Carrier for the search criteria. *Help* is available.
Change to:	Displays the updated insurance carrier. *Help* is available.

Define   Select to enter Class Code, Sub-Class and/or Ins. Carrier information for fixed asset records in the find set. Wildcards can be used in the search.

Change Insurer   Select to enter the new insurance carrier in the "Ins. Carrier" field. A successful *Define* must be performed before using this option.

Exit   Returns to the main asset screen of the New Asset/General Maint program. **Note:** Any records previously defined on the main screen display upon return.

mn46121 – New fields added to Word/Excel export

New Assets/General Maint (famstmnt)
The following fields are now included in Word/Excel exports:
- Location Name
- Location Memo
- Manufacturer Name
- Commodity Name

mn47646 - "Print PO/Invoice information" field now a stand-alone option

Activity (History) List (fahislst)
The "Print PO/Invoice information" field has been modified so that it can be selected as an individual option (the "List department detail" and "List asset detail" fields no longer need to be checkmarked). Please note the following:

- If only the "Print PO/Invoice information" field is checkmarked, the report prints a department total and then lists the purchasing information.
- If the "List department detail" and/or "List asset detail" fields are checkmarked, the report prints the purchasing information after the department detail and before the asset detail.
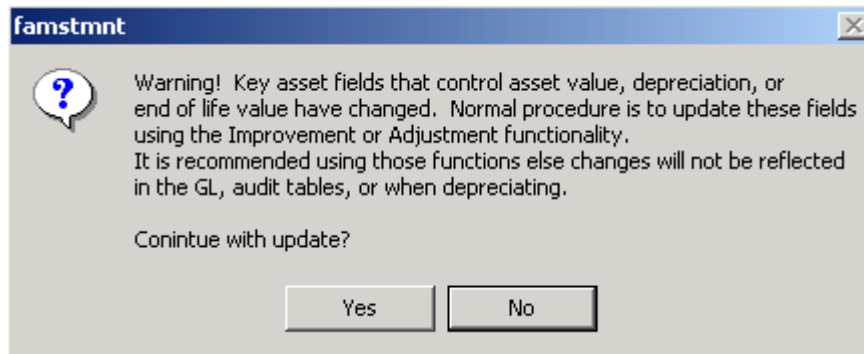
mn49925 – Warning message displays upon update of certain key fields

New Assets/General Maint (famstmnt)
For fixed asset superusers, any assets with a status "A" where key fields that control value, depreciation or end of life are updated within this program, the following warning message displays:

Fixed Assets

Note: Continuing with the update does <u>not</u> update the G/L, audit tables or depreciations.

To update, please use the Adjustments/Retirements program to make these changes.

General Ledger

mn19211 – Word/Excel functionality added to programs

    Group Code Report (glgcprnt)
    Group Code Report – Type 2 (glgcprt2)
   **Report Formatter Print (glrptprt)**
    YTD Budget Reports (glytdbud)
        The Word/Excel functionality has been added to these programs. Please refer to the toolbar
        information in the General Ledger User Manual for more information.

mn43933 – G/L Account history program added to GL account restrictions

    ID Code Permissions (spidcode)
        The G/L Account History program has been added to the GL account restriction list and can be
        selected to restrict user access through the *GL Acct Restr* option.
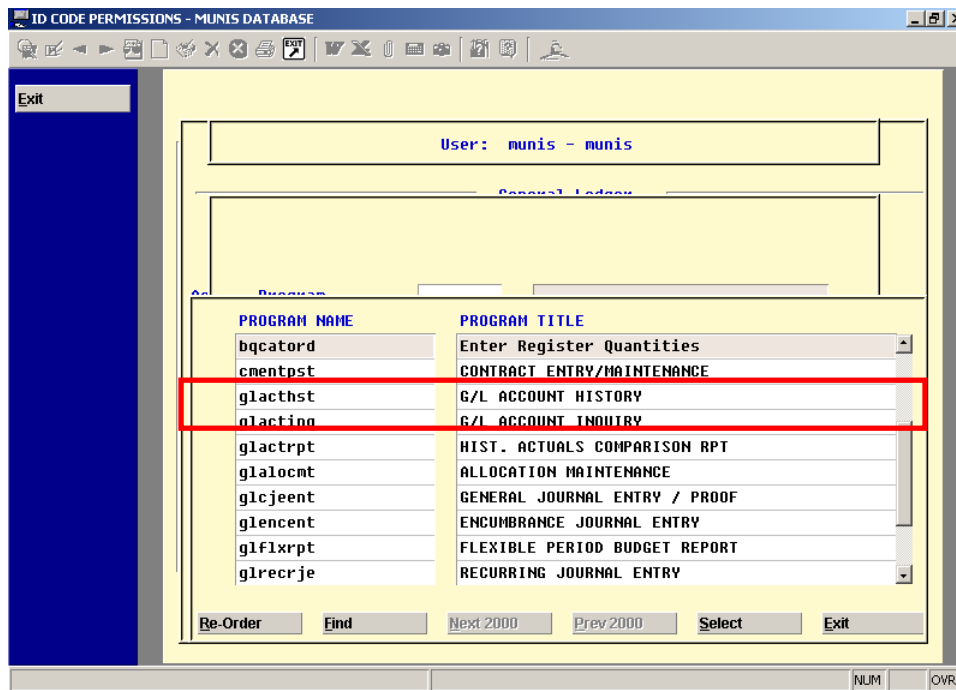
Inventory

mn46437 – Due To/Due From enhancement to Pick Ticket program

Pick Ticket (inticket)

Modifications were made so that when performing an issue with a central deposit fund entered, the expense fund 'Due To' account is credited and the central deposit fund's 'Due From' account is debited.

PAYROLL & PERSONNEL

mn46000 – Option added to exclude payroll Run/Warrants from calculation

Earnings/Contributions Report (pnecorpt)

This program now excludes payroll Runs/Warrants from the calculation of an employee's averaged/factored salary total. A new checkbox field has been added to the program to support this enhancement; "Exclude Payrolls from Averaged/Factored Salary".

Five field ranges have also been added to work in conjunction with this new field. The new ranges are used to enter the payroll Runs/Warrants to exclude from the averaged/factored salary calculation. **Note:** The new field, "Exclude Payrolls from Averaged/Factored Salary" must be check marked to enter the field ranges.

mn46001 – New field on *2nd Screen* in Pension Employee Master F/M

Payroll/Personnel

Pension Employee Master F/M (pnempmst)

Two new fields have been added to the *2nd Screen* in the program, "Reference Code" and "Amount" (see next page).
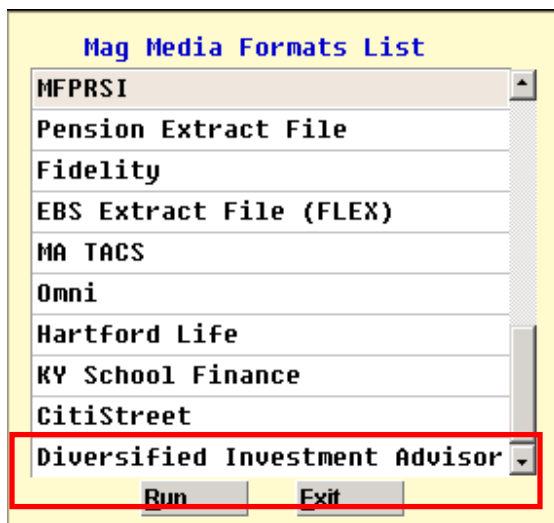

New Fields	Description
Reference Code	Used to enter or add the pension/retirement reference code for the employee specified.
Amount	Enter the Pop Up amount. Located beside the "Pop Up" field and can only be accessed when the "Pop Up" field is check marked.

mn46142, mn47962 – New mag media format options

Deduction Mag Media and Report (prcumagm)

Two new mag media format options have been added, Diversified Investment Advisor and BenefitsCorp:
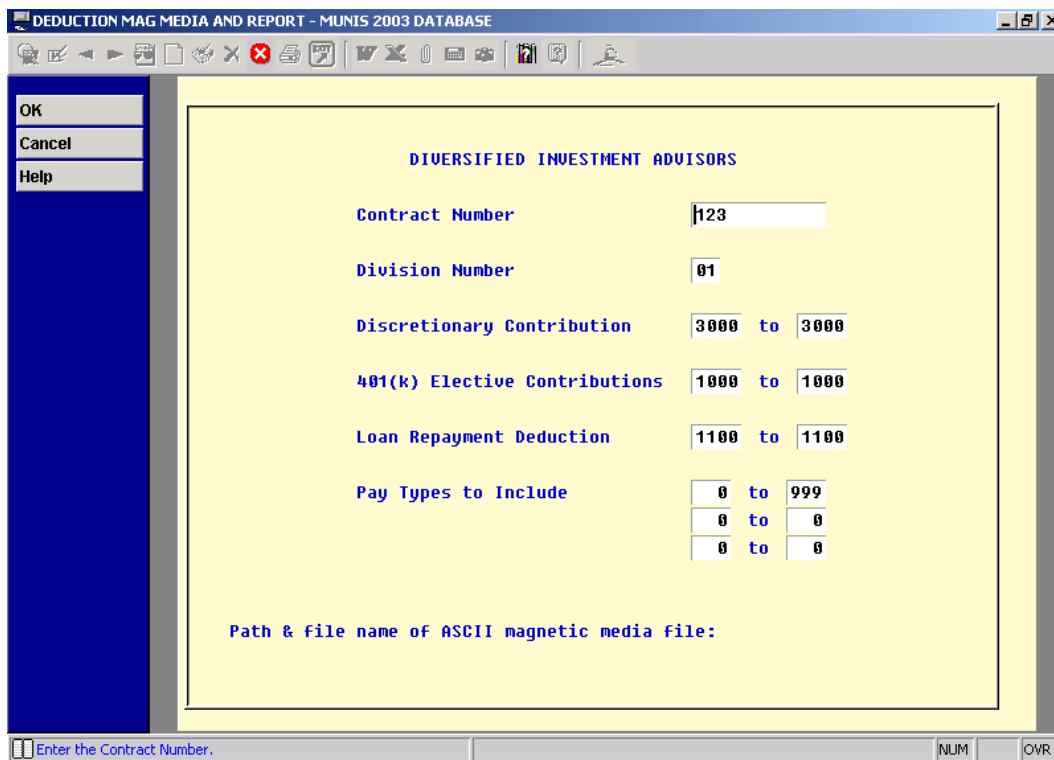
Diversified Investment Advisor

When selected, the following screen displays. The screen is automatically in *Define* mode.

Field	Description
Contract Number	Required field. Enter the contract number for the report/mag media.
Division Number	Required field. Cannot be zero. Enter the division number for the report/mag media.
Discretionary Contribution	Required field. Deductions must be greater than or equal to 1000. Enter the beginning and ending contribution range for the report. The end discretionary contribution cannot be less than the beginning range.
401(K) Elective Contributions	Required field. Elective contributions must be greater than or equal to 1000. Enter the beginning and ending contribution range for the report. The end contribution cannot be less than the beginning range.
Loan Repayment Deduction	Required field. Repayment deductions must be greater than or equal to 1000. Enter the beginning and ending deduction range for the report. The end deduction cannot be less than the beginning range.
Pay Types to Include	Enter the pay types to include when calculating period hours. The first level is required. Levels 2 and 3 are optional fields. The "To" field automatically defaults to 999.
Path and file name of ASCII magnetic media file:	When *Output* is selected, displays the path and file name of the file.

Output   Prints, spools or displays the following report. The report is sorted by employee number.

```
09/17/2003                              MUNIS 2003 DATABASE                              PAGE 1
09:08:45                          DIVERSIFIED INVESTMENT MAG MEDIA REPORT                prcumagm

RUN: 1      WARRANT: 1234      PAYROLL END DATE: 02/01/2002

                                                    DISCRETIONARY    ELECTIVE     LOAN     PERIOD
EMP #  SSN           NAME            HIRE DATE   TERM DATE  CONTRIBUTIONS  401(k) CONT  REPAYMENT   HOURS
------ -----------   ------------------------  ----------  ---------  -------------  -----------  ---------  -------
   45  321-56-9876   BURNS, CHARLES M    08/24/1999               0.00         47.12      58.14    40.00
   48  233-45-6667   WEBBER, WARREN      04/01/1990               0.00         43.88      54.07    40.00
   49  344-54-3334   RHOADES, STEVEN     12/01/1981               0.00         37.37      46.11    80.00
   50  345-88-1212   NYE, BILL           03/20/1995               0.00         23.56      29.07    40.00
                                                        -------------  -----------  ---------  --------
                                        REPORT TOTALS:          0.00        151.93     187.39   200.00


                                       ** END OF REPORT **
```

BenefitsCorp

When selected, the following screen displays. The screen is automatically in *Define* mode.

Payroll/Personnel

Field	Description
Report Option	Required field. Choices are to show amounts by employee (D) or Totals only (S).
Division Number	Required field. Cannot be zero. Enter the division number for the report/mag media.
Contribution 1-3	Required field. Deductions must be greater than or equal to 1000. Enter the beginning and ending contribution range for the report. The end discretionary contribution cannot be less than the beginning range.
Include Pays	Enter the pay types to include when calculating period hours. The first level is required. Levels 2 and 3 are optional fields. The "To" field automatically defaults to 999.
Path and file name of ASCII magnetic media file:	When *Output* is selected, displays the path and file name of the file.

> **Output**   Prints, spools or displays the following report. The report is sorted by employee number.

```
10/07/2003                        MUNIS 2003.01 DATABASE                              PAGE 1
10:10:25                        BENEFITSCORP MAG MEDIA REPORT                         prcumagi

RUN: 1     WARRANT: 1234     PAYROLL END DATE: 02/01/2002

EMP #  SSN          NAME                     HIRE DATE   TERM DATE   CONTRIBUTIONS1   CONTRIBUTIONS2   CONTRIBUTIONS3    HOURS
------ -----------  ------------------------ ----------  ----------  ---------------  ---------------  ---------------  --------
    45  321-56-9876  BURNS, CHARLES M        08/24/1999                       430.60             0.00             0.00
    48  233-45-6667  WEBBER, WARREN          04/01/1990  12/31/1999           707.69             0.00             0.00      8.00
    49  344-54-3334  RHOADES, STEVEN         12/01/1981                        59.36             0.00             0.00     80.00
    50  345-88-1212  NYE, BILL               03/20/1995  12/31/1999           380.00             0.00             0.00     40.00
                                                                     ---------------  ---------------  ---------------  --------
                                             REPORT TOTALS:                  1577.65             0.00             0.00    128.00


                                             ** END OF REPORT **
```

mn46332 – New fields added

Employee Certification F/M (prempcer)
Two new fields have been added to this program (see below).

Enhancements to the PAYROLL & PERSONNEL Modules

Payroll/Personnel

New Field	Description
Org	Displays the employee's org information. This field is automatically defaulted from Employee Master F/M.
Discipline/Subject	Use to add a new miscellaneous code "on the fly" from this program by selecting <CTRL-T>, or select *Help* to produce a list of available type 'SUBJ' codes from Miscellaneous Codes F/M.

Note: Both new fields are included in any Word/Excel export.

mn46654 – New program to generate the Kentucky Teachers' Retirement System report
Overview: This enhancement is for the State of Kentucky, only. This new program can be found under the STATE OF KENTUCKY menu, option N.

KTRS Report/Mag Media (prkyktrs)
This program was designed to generate the Kentucky Teachers' Retirement System report.

Payroll/Personnel

Field	Description
Emp#	Enter the employee number in this field. **Note:** The employee must exist in the master file.
Last… First	The employee first and last name. When adding a record, this information automatically displays. A *Find* can be performed on these fields.
SSN	Enter the employee Social Security number in this field. When adding a record, this information automatically displays. A *Find* can be performed on this field.
Employment Type	Enter the employment type number in this field. *Help* is available. "Full Time Employment" is the default for this field.
Group	Required field. Enter the employee group in this field. *Help* is available.
Job	Required field. Enter the employee job class code in this field. *Help* is available.
Summary Class	This field is automatically calculated behind the scenes.
Days Paid	Enter the total days the employee was paid.

Payroll/Personnel

Contract Days	Enter the contract days of the employee.
Dock Rate	Enter the daily dock rate of the employee.
Contract Salary	Enter the contract salary of the employee.
Emp Contribution	Enter the employee retirement contribution
Matching Gross	Enter the company matching gross of contribution.
Matching Contrib	Enter the federal retirement contribution.
Annual Salary	Enter the employee annual salary.

Gen Select to generate KTRS records from the recurring pay file. When selected, the following screen displays:

Field	Description
Unit Number	Enter the district unit number.
Fiscal Year	Enter the fiscal year. **Note:** The fiscal year must be greater than 1994.
Standard Teacher Contract Days	Enter the standard teacher contract days for the district.
Retirement Deductions	Enter all applicable retirement deduction codes.

Clear   Select to delete all records for the employee specified from the Kentucky Retirement F/M program. A warning displays for confirmation.

Define   Select to define the criteria used to generate the KTRS retirement records from recurring pay.

Execute   Select this option to generate the retirement file.

Exit   Returns to the main screen.

Mag Media Use to output the current list to a mag media file.

R-2a   Use to output the current list in R-2a format.

Verify   Use to output the contribution verification report.

mn46730 – New "flexible period FLSA Overtime process added to program
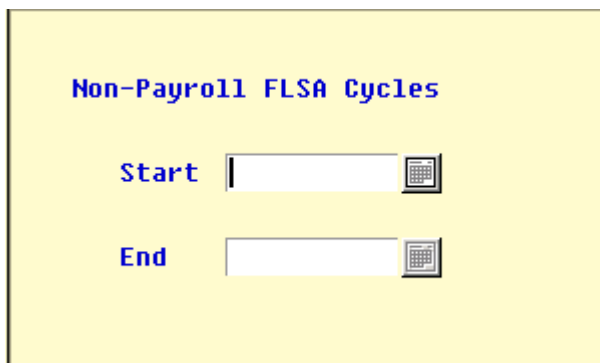
Generate Earnings/Deductions (prgenddp)

A new "flexible period FLSA Overtime (type B) has been added to this program (see next page). This option is helpful for sites that need to process FLSA cycles where the dates differ from the payroll cycle.

To use this option, the following criteria must be in place:
- The "Use FLSA Overtime Calculation" field must be checkmarked in the Control/Run Control F/M program (Under *2scr* of Installation Parameters).
- B Overtime records must exist.
- Needs to be the last FLSA cycle set for biweekly payrolls.

This process begins by displaying the following popup screen requesting a date range.

Payroll/Personnel

IMPORTANT: The end date <u>cannot</u> be later than the end date of the payroll cycle, however, the begin date is open. This date range is not saved and must be re-entered each time a Time & Attendance move is completed, therefore a single payroll can have multiple "flexible periods."

The program cycles through each employee currently moved in the Time & Attendance process and will calculate overtime if that employee was paid with a job type "B OT". The sum of the hours used for checking for overtime pay is gathered from Time & Attendance pay detail records for the dates specified where the pays are marked as FLSA. This requires that all FLSA pays for calculating OT hours must be entered through Payroll T&A.

Note: Pay detail dates (both 'from' and 'to') <u>must</u> be between the FLSA flexible date range or the pays are not included.
- Example: FLSA flexible range 7/1 to 7/19. A payroll for 7/12 to 7/25 must break any FLSA pays on 7/19.

mn46775 – New field to link deductions to single limit

    Deduction/Benefit File Maintenance (prdedmst)
        MUNIS users can now link a number of deductions to a single limit. To support this enhancement, a new field, "Multi-Limit" has been added to the main screen. This will be very useful to sites that offer multiple retirement plans.

Enhancements to the PAYROLL & PERSONNEL Modules

Payroll/Personnel

New Field	Description
Multi-Limit	Enter a one or two digit code. Any deductions with the same code are grouped together when checking limits. **Note:** To stop tracking a deduction in a group, set this field to blank and it is treated as a singular deduction. When using this field, please be sure that all of the deductions using the same multi-limit code have the same limit type and that the limits on these deductions are the same.

mn47056 – Leading zeros display on position control numbers

P/M Parameter Maintenance (pmparmnt)

A new field has been added to the main screen, "Position Number Uses Leading Zeros".
Checkmark to have leading zeros display on position control numbers to make the length 9

digits. The following programs have been modified to take advantage of this new functionality:

Actions History Maintenance (pmachist)
Employee Evaluations (pmempeva)
Employee Job/Salary F/M (premppay)
Employee Master File Inquiry (prempinq)
Employee Recurring Earning File (premprec)
P/M Requisition Maintenance (atreqmnt)
Payroll Control File (prctlfil)
Payroll Earnings/Deduction Proof (prpyddpf)
Payroll Encumbrancing (prencumb)
Personnel Action History Report (pmacthis)
Personnel Actions Inquiry (pmactinq)
Personnel Position Control F/M (pmposctl)
Position Vacancy Report (pmposvac)

mn47120 – Additional options added to report

Disability/Unemployment Report (prdunrpt)
This program has been modified to include the new "Time Units" options. Use to have either weeks or hours be displayed on the report. In addition, the Excel functionality was added to export amounts from the report to the Microsoft Excel program.

mn47121 – New report for industry insurance information

Overview: This enhancement applies to clients in the state of Washington only. This program is located in the OTHER STATES Menu, STATE OF WASHINGTON menu, option C.

Industrial Insurance Report (prwaiirp)

This new report is used for Washington sites to obtain their industry insurance information. The report prints all information needed for them to use Express File over the internet (see next page).

Enhancements to the PAYROLL & PERSONNEL Modules

Payroll/Personnel
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Some highlights of this report include:

- Report displays gross payroll and worker hours, broken down by deduction code.
- Can be processed in Summary Mode – totals only, to be used with Express File or Detail Mode – which displays the name, SSN, hire date, termination date and employer rate.
- Totals are included for any employees who had deductions in the quarter and pay ranges are used to find the hours worked.

Fields	Description
Quarter/Year	Required field. Choose the reporting quarter (1-4) and the reporting year for the report. The reporting year MUST be greater than 1990.
Report Option	Required field. Choose whether to produce a "Detail" or "Summary" report. If the detail option is chosen, a line prints for each employee. The summary option only shows totals.
Location	Enter the location range for the report, or leave as defaults. Defaults are blank to all zzz's.

Payroll/Personnel

Org	Enter the org range for the report, or leave as defaults. Defaults are blank to all zzz's.
Industrial Insurance Deductions	Enter the range of industrial insurance deductions.

Define   Use to specify the criteria for the report. Must be selected before *Output* can be processed.

Output   Creates the industry insurance report. Choose to display, spool or print the report.

mn47203 – Cash out records can now be created to report cash buyout payments
Overview: MUNIS users can now create magmedia "Cash Out" records to report lump sum leave cash buyout payments. To support this enhancement, the following program changes were made.

Retirement File Maintenance (prwamain)
The field "Retiree" has been added to the main screen (see below). Select to display a retiree column on the report that specifies if the employee is retired. This field defaults to "N" on the report.

Retirement Report/Mag Media (prwareti)

New "Cash Buyouts" pay range fields for Vacation, Excess Vacation, Sick and 'Other' benefits have been added to the main screen (see below). With the addition, MUNIS users can input pay types to be included for cash out payment for employees about to retire.

In addition, the printed report has been modified so that if the employee has no compensation or contributions to report ("M", "E", or "T" records), those fields are zeroed out. Employees' amounts with "B" or "C" records are displayed in the compensation and contribution fields.

Note: A separate "B" record is created in the magmedia file for each cash buyout pay range. Cash buyout totals for hours, days, compensation and contributions are NOT added to the totals on the magmedia Summary ("S") record or to the printed report totals, since they are subsets of the totals already present.

mn47397 – Report displays pay type
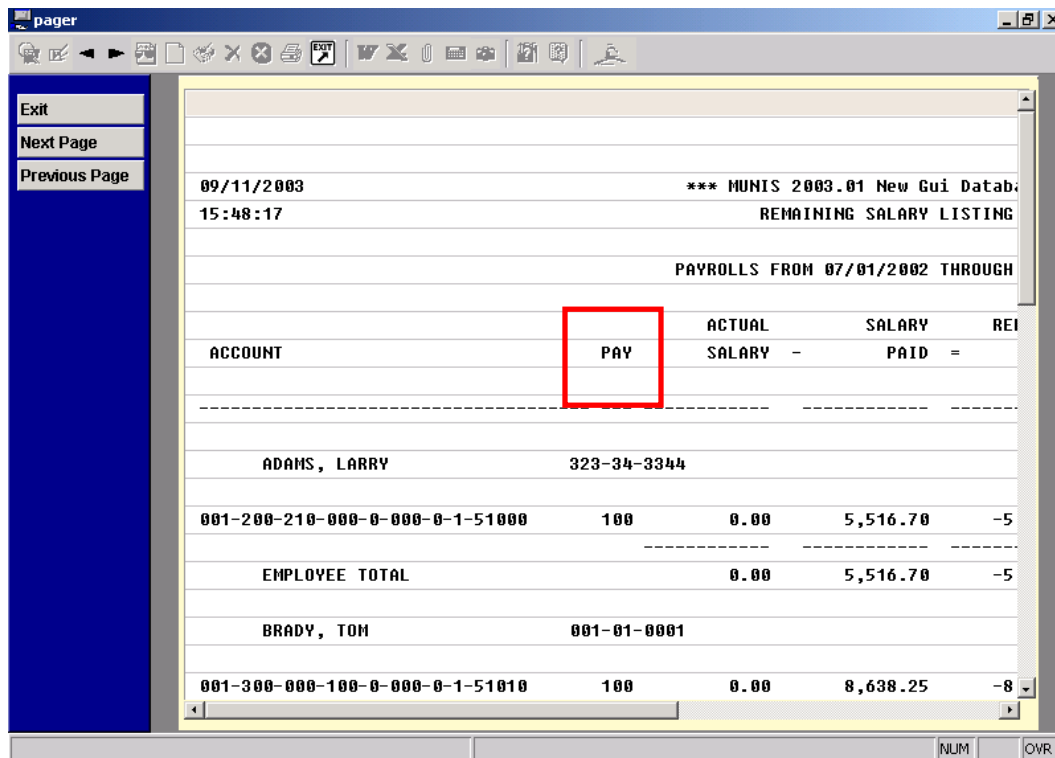
Remaining Salary Listing (prremrpt)
Enhanced program so that records with the same org, object, project and pay are now combined on the report. Previously, only records with the same org, object and project were combined. With this change, the column "Pay" has been added to the report. This column displays the pay type for the org, object, project and employee. Please note the following:

- When the sort option "Employee Name" is selected, the column "Pay" is displayed on the report next to the "Account" column. The report is sorted by employee name, accounts, then pay records for that employee.
- When the sort option "G/L Account" is selected, the "Pay" records are listed next to the org, object and project.

Please see screen examples below:

Example #1: Sort Option "Employee Name"

Example #2: Sort option "G/L Account"

```
pager                                                                    _ 8 X

09/11/2003                                    *** MUNIS 2003.01 New Gui Databa
15:55:08                                          REMAINING SALARY LISTING

                                              PAYROLLS FROM 07/01/2002 THROUGH

                                        ACTUAL           SALARY         REI
NAME                        SSN         SALARY    -        PAID    =

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       001-100-131-000-0-000-0-1-51000 PAY:100

REZNOR, TRENT               569-85-1235   22,880.00         5,280.00      17
SMITH, SUSAN                212-33-2112   16,640.00         3,200.00      13
                                          ------------    ------------  -------
       ACCOUNT TOTALS                     39,520.00         8,480.00      31

       001-100-131-000-0-000-0-1-51000 PAY:110
```

mn47544 – 2003 W-2 & 1099R changes

Overview: 2003 W-2 & 1099R Enhancements were made to multiple programs.

Accumulator Gross Verify (prverify)

- Audit records are now written for the following actions:
  1. When *Generate* has been performed ("Gross Verify Generated").
  2. When *Apply-Changes* has been performed ("Gross Verify changes applied").
  3. An issue occurs and changes could not be performed ("Gross Verify finished w/o changes").
  4. Records are written in the Employee Audit History program for employee accumulations updated during the *Apply-Changes* action. Records are written for the Month, Quarter, Year, Fiscal and Inception accumulators. **Note:** These audits can be seen in the Employee Detail program, under *Detail* and *Audit History*.
- Category "E" pays are now processed correctly for Marysville, WA.

Print 1099 Forms (prw2pr99)
The totals are now displayed correctly for gross distribution, taxable amount and federal income tax.

Print W-2 Forms (prw2prnt)
- When an entity is defined, the State ID is defaulted from the entity in Entity Code F/M, not the State Code F/M program. If there is a second state, that State ID is defaulted State Code F/M, whereas the first State ID is defaulted from Entity Code F/M. If the State ID is not entity-defined, the program works as it did previously where the user defines the State ID, (ID 1 or ID 2 in the State Code F/M program).
- The LIT and SIT gross and State ID are displayed on the totals page of the report.
- The state gross field has been expanded to 11 characters.

Create Magnetic Media (prw2magm)
- Instead of displaying as blanks, the following positions now display as zeros:
  1. Position [342, 352] on the RW records for the W2 layouts of: FDWM, MDWM, MEWM, PAWM, RIWM, SGWM.
  2. Position [220, 234] on the RT records for the W2 layouts: MDWM, MEWM, PAWM, RIWM, SGWM.

W-2 & 1099R F/M (prw2mnts)
- Additional 1099R's can now be added. Any 1099R's previously added by the user can be deleted. **Note:** The user cannot delete any 1099R's that were generated in by the Create W2/1099 Records program.
- A new side menu option *Mass-Update* has been added to set the pension option for the active set of records. Records are updated to an "X" or blank.

W-2/1099R Maintenance screen

- Box 14 descriptions are no longer truncated and displayed clearly (see below).

Payroll/Personnel

mn47633 – Calc code "10" processes modified
Note: This enhancement applies to clients in the state of Arizona only.

Accrual History Entry (praccent)
Employee File Update (prempupd)
Generate Earnings/Deductions (prgenddp)
Payroll Earnings/Deduction Proof (prpyddpf)
Payroll Earnings/Deductions File Maintenance (prpyrlfm)
To comply with changes to state law regarding withholding rates, the processing for calc code "10" deductions has been modified to no longer perform the standard annual limit checks. The employee deduction amount is verified against the employee limit amount and the greater of the two amounts is used as the employee amount. This change effectively makes the employee limit amount a minimum deduction amount. **Note:** This change is effective only when the "State Code" on the Deduction Benefit Master is 'AZ'. If the "State Code" is not 'AZ', the calc code "10" functionality will work as it did previously (see example next page).

For example: The "Empe Limit" field in Deduction/Benefit File Maintenance is used as the minimum amount. A site that processes bi-weekly payrolls would enter the state-defined

minimum in the "Empe Limit" field, currently 2.31. When processing the deduction, 2.31 or the computed amount is used, whichever is greater.

mn48014 – Reference fields updated

G/L Distribution Journal/Upd (prjournl)
Enhanced program so that uppercase or lowercase letters can now be entered in the "Reference" fields.

mn48729 – Employee name added to mag media format "A"

Vendor Check Register (prchkreg)
This program has been modified to include the employee name (positions 41, 80) on the Check Register mag media format "A – Bank of Boston/Citizens Bank".

REVENUE AND BILLING FUNCTIONS

Auxiliary Programs, Payment Processing, AR Inquiries & Reports

mn45436, mn48644 – New option used to designate default receipt option

A/R User Preferences File Maintenance (arusrmnt)
Payment Entry (arcshrct)
A new field "Default Receipt Option" has been added to the A/R User Preferences File Maintenance program. This field designates a default receipt option to be used when adding new payment batches in the Payment Entry program. Receipt choices are:

- "0" - No Receipts
- "1" - Indiv only
- "2" - Summary only
- "3" - Indiv & Summary
- "4" - Indiv or Summary

Enhancements to the REVENUE & BILLING FUNCTIONS Modules

Auxiliary Programs, Payment Processing, AR Inquiries & Reports

Note: If no default receipt option is defined, the "Receipt Option" field in the Payment Entry program defaults as "0" – No Receipts.

mn46245 – Field modifications to program

Installment Payment Register (arnyinrg)
Two fields were changed in this program:

- The "Bill Type" field has been changed to "Due Date". Use to enter the due date for county bills specified.
- The "Town Code" field has been changed to "Bill Type". Use this field as previously to enter the tax bills to select.

mn46879 – "State" field is now optional

Customer File Maintenance (arcstmnt)
This program has been modified so that "State" is now an optional field. This is especially helpful for sites that have customers residing outside of the United States.

When selecting *Add* or *Update:*
- Information can now be entered in the "State" OR "Country" field (or both, as before).
- If the "State" field is left blank, an entry muse be made in the "Country" field, otherwise the following message displays ""State and Country fields cannot both be blank"".

mn47276, mn47291 – Modifications to program

Installment Payment Register (arnyinrg)
Multiple enhancements to program:

- The program now searches for the first alphabetic record that does not have a payment date. The page containing this record is now displayed first.
- No date values are defaulted in during *Update*.
- A special condition code is attached to bills for those not participating in the installment plan.
- This program now searches for the town name through the "Bill Type" field.
- Fields "Bill number", "SWIS Code" and "Parcel ID" have been added to the report.
- New totals have been added to the report: "Total number of Bills / Total Tax Due" and "Total Surcharge Due".
- The 'Surcharge Code' field is now a required field.

mn47826 – Report can be processed by bill type

Posted Payments Report (arpstpmt)
1. The report can now be processed by bill type with the addition of the "Bill type" field on the main screen. When selecting *Define,* a specified bill type can be entered in this field or leave blank to include all bill types.

2. The "Incl/Excl" field has been added to "I"nclude or "E"xclude a specific bill type ("I" is the default for this field). **Note:** Miscellaneous receipts cannot be excluded from the report if category 2 is entered as a part of the category range criteria.

mn47839 – Modifications to penalty calculation if calc code is 7

Charge Code Maintenance (archgmnt)
When the calc code for a charge is "7" (from table), the penalty calculation may be based on a number of days late as opposed to the amount of the bill. Fields have been added so that the number of days late or an amount range can be entered.

mn47844 – CID functionality added to Mass Payment Processing

Process Mass Payment File (armaspay)
CID functionality has been added to this program with the option "Use service co/lenders as CID's to populate 'Paid By'". Checkmark this option to have the "Paid By" field in Payment Entry automatically default with the lender if it is listed as a CID.

mn48815 – Modifications to program

Process Mass Payment File (armaspay)
> A new warning message appears in this program if the "Prorate partial payments" field (in Tax Parameter Maintenance) is set to "Y" and the payment occurs before 10/1 of the current year (SEMI-ANNUAL PAYMENT). The warning message states that any amount that does not satisfy the entire bill will be pro-rated over the second installment.

For MD Clients only:
> The Process Mass Payment File program has been modified to include Special Assessment charges (activity of SPAP and SPAI) in the allocation of payments.

 OTHER APPLICATIONS

Work Orders & Job Cost

mn44470 – Multiple enhancements to Work Order Maintenance program

Work Order Maintenance (womaster)
Significant enhancements have been made to program:

1. The "Deposit" field has been added to *2scr.* Use this field to enter deposits collected against the work order. This feature may be helpful in tracking any deposits on work orders for billing purposes. This deposit amount is not posted to the G/L.
2. The "Deposit Balance" field has been added. This field is display only and shows the work order Deposit munis work order actual total.

3. The *Create A/R* side menu option has been added (see below). If the Deposit Balance is a negative amount, select this option to create an A/R invoice for the deposit balance amount. **Note:** To use this option, the work order must be at a status "5" (completed), The "Billable" field must be set to "Y" and a valid A/R code must be entered.

4. The *Create A/P* side menu option has been added. Select this option on any completed (status 5) work orders that have a positive Deposit Balance amount. The following popup screen displays to enter the journal information. An A/P invoice is automatically created for the deposit balance amount and the new batch number is displayed.

Work Orders & Job Cost

5. The fields "Parcel", "Property Location", "Unit" and "Town" have been added to the main screen. Use these fields in conjunction with the Permits & Code Enforcement module. These fields are optional.

6. Under *2scr,* the side menu option *Permit APP* has been added (see below). Select this option to access the Permit Project/Application program in the Permits module. **Note:** This

option performs based on the information entered in the new permits fields on the main screen (see #5 above) and is accessible only if the work order was previously created by the Permits module.

7. Several *Browse* screens under the *Task-Budget* side menu option have been modified to include columns for Hours and Cost.
  - Under *Labor,* the browse screen displays the "Actual Hrs" and "Ext Cost". ". **Note:** Ext Cost is calculated as follows: (Regular Hrs*Hrly Rate) + (OT Hrs*OT Rate) + Indirect Cost.
  - Under *Q=Equipment,* the browse screen displays the "Actual Hrs", "Actual Cost" and "Ext Cost".
  - Under *Supplies,* the browse screen displays the "Actual Units, "Actual Cost" and "Ext Cost". In addition, "Seq" has been removed and the screen is ordered by Item #.
  - Under *Contractual,* the browse screen displays the "Actual Cost". In addition, the "Cont Code" has been removed.

8. When a PO with a work order # associated is liquidated, the Invoice Entry program updates the work order with a code of "ADJST". Previously, this code was displayed as "S=ITEM". **Note:** The code "ADJST" must be set up under Work Order-Auxiliary Programs-Miscellaneous Codes-Contractual Type Codes to provide the specific description for that code. There is no change in functionality.

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